

Meeting Notes

University Space & Facilities Advisory Committee

MEETING LOCATION: SBS_405

MEETING TIME: 1:00-2:30AM, Friday, July 19, 2019

PRESENT: Randy Davis Doug Dawes, Bella Gray, Mike Fisher, Genevieve Marchand, Holly Martel, Dave Nakamura, Steve St. Onge, Jeanne Rynne, Dale Oliver, Kristen Stegeman-Gould, Liz Whitchurch (notes), Jim Woglom

NOT PRESENT: Josh Callahan, TC Comet

1. Meeting Minutes

- a. 6/21/2019 Approved

2. AY1819 USFAC Details

- a. Liz to get Doug list of people that might need to be reappointment.
- b. Perhaps add Vice Provost – Doug to talk to URPC about this
- c. Student recruitments should be ongoing

3. USFAC Subcommittees

- a. **Landscape** – No report
- b. **Naming committee**
 1. The President is looking for answers about how buildings/rooms are named. Kristen is working with Frank on some of these answers.
 2. Michael, Kristen, and Frank will schedule a meeting, and Doug will help prioritize the deliverables to the president.
 3. Could put named locations in FacilitiesLink, if this list of locations is passed to Liz.
 - i. Facilities will work on coming up with this list. Mike has agreed to work on this.
 4. There are CSU guidelines about when something is named, however these are relatively vague and our campus has chosen not to assign a dollar amounts to certain naming activities to date. This may change with new leadership.
- c. **Facilities Use Subcommittee**
 1. Jeanne will need to communicate to Tawny about the external events coordination needed and propose she get in touch with people from the disbanded facilities scheduling committee.
 2. No other news
- d. **Vacated space working group**
 1. See below

4. Space Management Issues

a. Vacated Space

1. Trying to define "vacated"

- i. One suggestion is to go more granular and define "vacated" space per space type. Perhaps define the word "permanent"? Link to academic master plan? Maybe take out the word permanent vs. temporary.
- ii. Another idea – pull out program elimination, reduction, etc. Further define the reason space is vacated.
- iii. How to distinguish between a vacated space and those spaces that are open for reallocation in the document? Michael has some notes on how to word this.
- iv. It's ideal to have a reservoir of space needs prior to a particular space becoming up for reallocation.
- v. Where does master plan fit into consideration?
- vi. Want to make sure we don't reallocate space to match current enrollment instead of the masterplan.
- vii. Look to link space re-allocation to benchmarks like the academic master plan or physical master plan.
- viii. Would like to create an allowance in the plan to have flexibility.
- ix. Mike will work to implement this discussion to a new draft of this section for review next week. Would like to dissolve the vacated space subcommittee. All agreed. Send out this advised version sent out a week or 2 in advanced.
- x. Liz will create a standing item on item to summarize space needs and potential vacated space for every USFAC.
- xi. Liz to create a Fall announcement about the space request form.

2. Same as last time - An announcement on the results from the Spring 2019 RFP is expected. Timeline of allocation/occupation will be determined by GH abatement timeline and the timeline for FM preparation of office spaces. Liz will facilitate an announcement as soon as the EOC announcement about temporary housing of displaced Gist Hall folks is made. Liz to create the "cliff notes" for allocation, as opposed to only posting all the memos.
3. Discussion on USFAC allocation notes being public. Should be ok to have our notes from space discussion online and given to Chris Hopper.
 - i. Check-it space was higher scored, and got their 1st choice of that space.
4. Lactation space has approval from this group.
 - i. Lactation spaces in new construction have requirements.
 - ii. Working out requirements/guidelines for how the space is reserved. May be used as lactation space or others.
5. Library 2nd floor – converting series of spaces to lactation room (student or anyone) through key checkout system from front desk. Change of use from storage. FM recommendation to make this happen. Group agreed
6. Look to JGC for potential lactation space. PDC

b. All-School Lecture Space

1. All people on campus can reserve. – Need building open hours in 25Live/Flink.
2. Access questions should go to whom? Put at top of next week's agenda.

c. Campus Key Policy – Next time (August)

5. Physical master Plan – Did not discuss

FUTURE AGENDA ITEMS

- IAPB – For August meeting.

ATTACHMENTS & LINKS

- Minutes from 6/21/19 USFAC Meetings (docx)
- Old Key “Policy” ([link](#))
- Campus Key Policy Draft ([link](#))

REMINDER- Next USFAC meeting is planned for 8/23/19, 1:00-2:30pm, SBS_405